

**CITY OF SAN ANTONIO**

**Performance Evaluation Form (Preliminary and Final Design A/E Consultant)**

This evaluation is intended to improve the quality of engineering services provided to the City of San Antonio by private consulting engineering professionals in the future. Any statements included in this evaluation are intended for instructional purposes only.

Agreement Type: \_\_\_\_\_ Date of Evaluation Report: \_\_\_\_\_

Project  
Name: \_\_\_\_\_

Project  
Limits: \_\_\_\_\_

Project Scope: \_\_\_\_\_

City Project  
Manager: \_\_\_\_\_ City Engineer: \_\_\_\_\_

City Proj. Div.  
Head \_\_\_\_\_

Consulting  
Firm: \_\_\_\_\_

A/E Consulting Firm Project Team:

Project  
Manager: \_\_\_\_\_ Project Engineer: \_\_\_\_\_

Other: \_\_\_\_\_

Pertinent  
Comments: \_\_\_\_\_

Provider Office Location (city where work  
performed): \_\_\_\_\_

Sub-Provider Firm(s) and  
Speciality (ies): \_\_\_\_\_

Scope of Work:	Rating

Major Work Category(s)	A	B	C	D	F
a. Schematic Design Phase					
b. Design Development Phase					
c. Construction Documents Phase					
d. Construction Phase					
e.					

Period of
2001-02

Evaluation:

Actual Date of Final Design

Submittal:

Actual Date Plans Complete After all Comments and

Corrections:

- Ratings**
- A** means performance is exceptional and is far superior to others (Value added to the project)
- B** means performance is of high quality and is achieved on a consistent basis
- C** means performance is competent and dependable and meets standards of the job
- D** means performance is deficient in certain areas; improvement is necessary
- F** means performance is unsatisfactory and requires substantial improvement

Project  
Name: \_\_\_\_\_

I. **DESIGN PERFORMANCE EVALUATION FORM** (To be Completed by the City Project Manager)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
1. Schedule as revised (Did Consultant meet deadlines?)					
2. Cost Estimates (Accuracy from Conception to Bid)					
3. Responsiveness / Cooperation					
4. Surveying Quality					
5. Complexity of Design					
6. Utility Coordination					
7. Quality of Work					

**COMMENT/REMARKS/  
CONSTRUCTIVE CRITICISM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REVIEW MEETING** (If  
Required)

\_\_\_\_\_

\_\_\_\_\_

**CONSULTANT’S RESPONSE/  
CONSTRUCTIVE CRITICISM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

II. City of San Antonio

Evaluation performed by Representatives for the City of San Antonio.

\_\_\_\_\_

City Architect’s Office Project Manager Date

\_\_\_\_\_

City Architect’s Office Department Head Date

III. A/E Firm

We acknowledge that we have read this report and have discussed it with the City of San Antonio Representatives.  
Our signatures do not necessarily mean the we agree with the report.

\_\_\_\_\_  
Project Manager

Date

\_\_\_\_\_  
Owner of A/E Firm

Date

Project  
Name: \_\_\_\_\_

IV. **CONSTRUCTION PHASE SERVICES PERFORMANCE EVALUATION FORM**

(To be Completed by both City Project Manager/City Construction Observer)

	A	B	C	D	F
1. Staking (Benchmark)					
2. Constructibility					
3. Field Alterations					
4. Response to Information Requests					
5. Progress Reports					
6. Pay Estimates Review					
7. Record Drawings					

**COMMENT/REMARKS/  
CONSTRUCTIVE CRITICISM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEW MEETING** (If Required)

\_\_\_\_\_

**CONSULTANT’S RESPONSE/  
CONSTRUCTIVE CRITICISM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. City of San Antonio

Evaluation performed by Representatives for the City of San Antonio.

\_\_\_\_\_  
City Architect’s Office Projects Manager Date

\_\_\_\_\_  
City Architect’s Office Department Head Date

VI. A/E Firm

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Project Manager

Date

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Owner of A/E Firm

Date

**OVERALL GRADE**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
_____	_____	_____	_____	_____